



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: WWW.DPR.DELAWARE.GOV

<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS</b>
<b>MEETING DATE AND TIME:</b>	<b>Tuesday, May 11, 2010 at 1:00 p.m.</b>
<b>PLACE:</b>	861 Silver Lake Blvd, Dover, Delaware <b>Conference Room B</b> second floor of the Cannon Bldg.
<b>MINUTES APPROVED:</b>	July 13, 2010

**MEMBERS PRESENT**

Jerrold Spilecki, Professional Member, President  
Terri White, Professional Member  
Hope Squier, Healthcare (Public) Member  
Frances Wimbush, Healthcare (Public) Member, Secretary  
William Daisey, Public Member  
Maria Simoes, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Patricia Davis-Oliva, Deputy Attorney General  
Michele Urbaniak, Administrative Specialist II  
Renee' Holt, Administrative Specialist II

**MEMBERS ABSENT**

Carolyn Cotter, Public Member, Vice-President  
Timothy Ballas, Professional Member

**PUBLIC PRESENT**

Michele E. Dennis, RN

**CALL TO ORDER**

Ms. White called the meeting to order at 1:06 p.m.  
Mr. Spilecki entered the meeting at 1:07 p.m.

**REVIEW OF MINUTES**

The Board reviewed the minutes of the November 10, 2009, meeting. Ms. White made a motion, seconded by Ms. Simoes, to approve the minutes contingent upon verification of Ms. Wimbush's attendance at the meeting. Ms. Holt will check accounting records to clarify Ms. Wimbush's attendance in November. The motion to approve upon contingency was unanimously approved.

The Board reviewed the minutes of the March 9, 2010, meeting. Ms. White made a motion, seconded by Ms. Wimbush, to accept the minutes as presented. The motion was unanimously approved.

### UNFINISHED BUSINESS

#### Strategic Plan

Mr. Spilecki made a motion, seconded by Ms. White, to table the Strategic Plan until the July Board meeting.

#### Discussion on Updating Current AIT Program

Mr. Spilecki circulated the revised AIT Preceptor Itinerary Form for the Board's review. Ms. Wimbush questioned why the form did not leave appropriate spacing for AIT comments. After some discussion, Mr. Daisey made a motion, seconded by Ms. Wimbush, to approve the form contingent upon adding sufficient AIT comment spaces under each component of the form, as well as at the end of the form. The motion was unanimously approved.

#### Rules and Regulations Discussion

Ms. Holt provided copies of the draft revisions from September 15, 2009. The Board reviewed the draft revisions. After further discussion, the Board requested Ms. Davis-Oliva collect any additional documents available from revision discussions after September 15, 2009 that were completed while Ms. Catherine Hickey, Deputy Attorney General, was representing the Board. The Board agreed to discuss the revisions at the next meeting in July 2010.

### NEW BUSINESS

#### REVIEW OF ADMINISTRATOR IN TRAINING APPLICATIONS

Robert A. DiFilippo: Ms. Simoes reviewed the application and made a motion, seconded by Mr. Spilecki, to approve the application with a 9 month AIT period. The vote was unanimously approved.

Sheila O'Gara: Ms. White reviewed the application and made a motion, seconded by Mr. Spilecki, to approve the application with a 9 month AIT period. The vote was unanimously approved.

#### REVIEW OF AIT PROGRESS REPORTS

There were no reports to review.

#### REVIEW OF APPLICATIONS FOR NURSING HOME ADMINISTRATOR (Examination approval)

Michele E. Dennis: Ms. Squier reviewed the application and made a motion, seconded by Mr. Daisey, to approve Ms. Dennis to sit for the NAB examination. The vote was unanimously approved.

#### NURSING HOME ADMINISTRATOR LICENSE RATIFICATION

There were no licenses issued since the last meeting March 9, 2010.

#### TEMPORARY ADMINISTRATOR LICENSE (RATIFY)

There were no licenses issued since the last meeting March 9, 2010.

#### REVIEW OF NURSING HOME ADMINISTRATOR RECIPROCITY APPLICATIONS –

Thomas Sinnott: Ms. Wimbush reviewed the application and made a motion, seconded by Ms. Simoes, to approve the application by reciprocity. The vote was unanimously approved.

REVIEW OF CONTINUING EDUCATION APPROVAL REQUESTS:

DSAMH 2010 Summer Institute – July 26-30, 2010 – Requesting Review of CE Hours

DHCFA Clinical and Reimbursement – Bringing it Together – March 26, 2010 – Requesting 5.0 CE Hours

DHCFA Assisted Living Educational Conference – April 28, 2010 – Requesting 4.0 CE Hours

Ms. White reviewed Continuing Education applications from DSAMH and DHCFA, and made a motion to approve all requests as presented. The motion was seconded by Mr. Spilecki, and the vote was passed unanimously.

CORRESPONDENCE

Jeffrey L. Blaier Mr. Spilecki read aloud a letter to the Board from Mr. Blaier requesting permission to sit for the NAB examination for a fourth time. Ms. Davis-Oliva and Ms. Holt read from the applicable Rules and Regulations regarding the NAB examination. After discussion, Mr. Spilecki made a motion, seconded by Mr. Daisey, to deny Mr. Blaier's request to sit for the exam. The vote was unanimously accepted. Ms. Holt send Mr. Blaier notification with the Board's decision that he must reapply, complete an AIT program with an approved preceptor, and then request to sit for the NAB examination.

Other Business before the Board (for discussion only)

Ms. Holt introduced Ms. Urbaniak to the Board as the new Board Liaison/Administrative Specialist II for the Division. The Board welcomed Ms. Urbaniak.

PUBLIC COMMENT

There was no public comment.

SCHEDULED MEETING – The next meeting will be held on July 13, 2010 at 1:00 p.m. at 861 Silver Lake Boulevard, Cannon Building, Conference Room B, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Spilecki made a motion, seconded by Ms. Simoes to adjourn the meeting. The motion was unanimously carried. The meeting adjourned at 2:34 pm.

Respectfully submitted,



Michele Urbaniak  
Administrative Specialist II